

**Meeting Minutes: Regular Board Meeting: June 18, 2019**

**Call to Order:** At 7:31 pm, President Smedinghoff called the regular meeting of the River Forest Public Library Board of Trustees to order. The roll was taken:

- Trustees present: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt
- Also present: Sue Quinn (RFPL Director), Joanna Bertucci (RFPL Materials and Business Services Manager), and Mary Kay Stiff (RFPL Adult/Teen Services Manager)

**Consent Agenda:**

- a. Minutes of the Regular Board Meeting: May 21, 2019
- b. May 2019 Warrants
- c. May 2019 Revenue and Expense reports
- d. May 31, 2019 Balance Sheet
- e. Non-resident Library Card Resolution
- f. Policy Revisions: Staff I. Employment; Staff II. Tiers and Benefits
- g. New Policy: Patrons V. Security Camera

President Smedinghoff asked if Trustees would like any items taken off the consent agenda. Trustee Hill asked that item f. Policy Revisions: Staff I. Employment; Staff II. Tiers and Benefits be removed from the consent agenda.

President Smedinghoff asked for a motion to approve items a.-e. and g. on the consent agenda. Trustee Hill moved to approve items a.-e. and g., Trustee Bevan seconded and a roll call vote was taken:

Roll Call Vote:

- Ayes: Bevan, Calabrese-Berry, Hill, Hopkinson, Long, Smedinghoff, and Stierwalt

**Staff Visit: Mary Kay Stiff, Adult & Teen Services Manager**

Ms. Stiff presented to the board on the activities of the Adult/Teen Services department in the last 6-12 months.

- RFPL is offering programming and collections to align to with River Forest's designation as a Dementia Friendly Community. Meghan O'Keefe, Adult Programming Librarian, has been co-sponsoring Memory Cafes in collaboration with the Oak Park and River Forest Townships. A memory café is a welcoming place for individuals living with memory changes along with their families and friends. The cafes offer an opportunity for conversation and enjoyable activities in an informal setting. Meghan has also developed memory and caregiver kits for circulation for those patrons experiencing memory issues. Memory kits include items to stimulate the senses and evoke nostalgia. These items include books, music CDs, DVDs, and tactile items like fidget quilts and other memorabilia. Caregiver kits are designed for those who are caring for individuals experiencing memory issues. The kits' contents include resources for support and services as well as relaxing books, movies, and music. In May, nearly all RFPL staff members completed dementia live training. The training was presented at the library by Right at Home, a senior home care service company. The training helped library staff try to gain a deeper understanding of what it is like to live with cognitive

impairment and sensory change, and to provide service that is sensitive to our patrons' conditions.

- Ms. Stiff shared information about the department's various reading contests. During the winter months the department offered winter reading programs for both our adult and teen/middle school populations. 380 books were logged by 56 adult participants and 25 teens/middle schoolers participated in winter reading. The 2019 summer reading theme is "Universe of Stories," with programs and prizes developed around that theme. Thus far, 291 teens have signed up for the program.
- The majority of programming for adults continues to be co-sponsored by the River Forest Township as part of the "Let's Celebrate Seniors All Year Long" initiative. Recent programs of note included performances by the Irish Heritage Singers and the Terry Sullivan Trio. Both were well attended and warmly received by attendees.
- Teen programming has included our monthly Teen Tasters program which allows teens/middle schoolers to sample snacks and treats from around the world. Additionally, Teen/Middle School Librarian, Beth Kirchenberg, has developed a partnership with Creativita art studio in Forest Park. Beth has co-hosted a program at their location in May and will offer programming in the fall at their location while the lobby is under construction. Our after-school Connections programming (funded in part by a grant from the River Forest Township) is on hiatus due to the upcoming renovation and will resume in January 2020.
- Looking at collections, Ms. Stiff reported that Lucky Day collection (launched April 1<sup>st</sup>) has been very popular with our patrons. Recent reports indicate that 68% of the collection is checked out at any given time.
- Summer is a busy travel season in our community and RFPL staff is promoting our on-the-go collections, specifically our Kindles, mobile WiFi Hotspots and Hoopla digital collections.
  - RFPL's Kindle collection contains 6 Kindle Paperwhite devices, preloaded with roughly 125 fiction and non-fiction titles and are perfect to take on vacation.
  - Our nine mobile WiFi hotspots have experienced nearly continuous circulation since Spring 2018 and another great checkout for travel.
  - Our digital collections in Hoopla have grown 34% in content offerings since last year and their easy-to-use app and always available content are very popular with our patrons.
- Looking forward to trends in the publishing industry, audiobooks are experiencing the most growth and recent reports show that individuals 12 and older have reported listening to at least one audiobook. RFPL offers audiobooks in CD format, Playaway, MP3 disc and digitally through OverDrive/Libby and Hoopla.

- As of May 1, 2019 RFPL discontinued its subscription to Lynda.com. Lynda.com is an online technology learning tool that offers technology training and tutorials. Unfortunately, due to the high cost per use this resource has been eliminated.
- Digital collections have experienced growth in circulation in the past 2 years. Hoopla collections have increased 34% from 2017-18 to 2018-19 and OverDrive/Libby collections have increased 23% from 2017-18 to 2018-19.
- Adult/Teen Services staff members are busy serving on various committees and participating in training. Beth Kirchenberg serves on the Abe Lincoln Book Award committee and Ms. Stiff serves on the LACONI Reference and Adult Services group and the Adult Reading Roundtable. Meghan O'Keefe and Dorothy Houlihan submitted a proposal to present on the creation of the memory, caregiver, and HotSpot collections at SWAN's annual meeting in August and are awaiting response from SWAN. Adult/Teen Services staff members participate in internal genre studies designed to expose staff to read in different genres. Currently, staff is in the midst of a speculative fiction study and 2 staff members from other departments are participating as well.

### **Patron Suggestions**

- Director Quinn responded to a patron comment about the location of the WWI and WWII Memorial plaques. Director Quinn is looking to find a permanent home for the plaques where they can be publicly displayed.
- The Summer Reading Kickoff party was a success despite the rainy weather. 470 people were in attendance. Director Quinn thanked Foundation Directors for attending and promoting the library to our adult patrons at the event.
- A new concrete pad has been poured in the garden in preparation for the installation of an additional outdoor book drop unit.
- Hulen Landscaping removed the boxwoods from our planter boxes. 4 new boxwoods will be planted in each box along with black-eyed Susans and native grasses.
- There is a leak above the men's bathroom stall on the first floor. S&D Maintenance will be onsite this week to access the leak and determine the cause.

### **President's Report**

- President Smedinghoff thanked Foundation Director Long for her efforts to coordinate the Foundation's presence at the Summer Reading kickoff party.
- President Smedinghoff reminded Trustees to use their RFPL email accounts for library related correspondence and their personal email accounts for RFPL Foundation correspondence.
- On August 10, RFPL is partnering with RAILS to offer Trustee Training at RFPL. All Trustees are encouraged to attend.
- There is no Regular RFPL Board meeting in August.

## **New Business**

- Facility Committee
  - The committee will be meeting 6/19 with the roof engineer.
  
- Finance Committee
  - The committee will be meeting 6/20.
  
- Policy Committee
  - Trustee Hill requested that item f. Policy Revisions: Staff I. Employment; Staff II. Tiers and Benefits be removed from the consent agenda due to some edits in the Staff II. Tiers and Benefits policy.
    - In section A. Nonexempt employees, 2. “Nonexempt employees regularly scheduled for 19 to 29.5 hours per week” is recommended to be changed to “19.5 to 29.5 hours per week.”
    - Additionally, clarifying language was added to the sections that describe how staff members pay for family coverage, “Employees may elect spouse or family coverage and are responsible for 100% of the premium for that additional coverage over the cost of the employees coverage.”
    - Trustee Hill moved these amendments from the policy committee, a vote was taken, and the motion passed unanimously.
  
- VRF Collaboration Committee Liaison
  - No report.
  
- RFPL Foundation Liaison
  - Trustee Long gave the following report from the RFPL Foundation. Foundation Directors collected 49 email addresses from adults at the Summer Reading kickoff party. The Foundation now has a retractable banner and a branded runner and tablecloth to be used to promote the Foundation at events. Trustees Long and Hill will be representing the Foundation at the RFPL Dooley Brothers concert on Friday, June 21<sup>st</sup>. Additionally, Trustee Long created a Facebook page for the Foundation.

## **Old Business**

- None

## **Executive Session**

- None

## **Adjournment**

- At 8:42 PM, Trustee Hill moved to adjourn the Regular Meeting. Trustee Bevan seconded. The motion passed unanimously, and the meeting was adjourned.

Respectfully submitted,  
Alice Calabrese-Berry  
Secretary



